

## MEMORANDUM

9/19/2013

TO: Bob Hoyt, Director, Department of Environmental Protection  
David Dise, Director, Department of General Services  
Harash Segal, Director, Department of Technology Services  
Joe Beach, Director, Department of Finance  
Jennifer Hughes, Director, Office of Management and Budget

FROM: CountyStat

SUBJECT: Paper and Printing Reduction Update #4

### **The following items were identified for follow-up during the 9/11/2013 CountyStat meeting:**

#### Expand the Green Policy to include "energy management" at County Buildings

Responsible parties: CountyStat  
Other parties involved DGS, DEP  
Deadline: 1/31/2014

#### Revise the FY13 Print and Mail Expenditure data based on corrective actions being taken by DGS and FIN

Responsible parties: CountyStat  
Other parties involved DGS, FIN  
Deadline: 9/17/2013

#### Involve the Chief Innovation Officer in green initiatives for guidance and support

Responsible parties: CountyStat  
Other parties involved none  
Deadline: 11/1/2013

#### Organize a meeting of the AP 5-23 stakeholders to develop strategies for addressing its requirements (e.g. budget targets, education, training, marketing, technology solutions, etc.)

Responsible parties: CountyStat, DGS  
Other parties involved DTS, OMB, DEP  
Deadline: 11/15/2013

#### In coordination with the Green Policy stakeholders, educate County employees on the facets of the new copier contract that are intended to impact work processes and employees' printing habits prior to it coming online on April 1

Responsible parties: DGS  
Other parties involved CountyStat, DTS, DEP  
Deadline: 4/1/2014

Examine the feasibility of requiring County contractors to use/purchase recycled paper

Responsible parties: DGS

Other parties involved none

Deadline: 12/31/2013

cc: Timothy Firestine, Chief Administrative Officer

Fariba Kassiri, Assistant Chief Administrative Officer